

## **Nursing Application Procedures Information Sheet**

In order for us to quickly process your application for employment at the Coatesville VA Medical Center, it is recommended that you submit a completed packet on or before the date of your scheduled interview. A completed packet includes the items listed below. If you cannot provide all the necessary information by the day of the interview, the missing information must be provided within five working days after your interview if you wish to be considered for hire.

1. A completed and signed application.
  - a. RN – Application for Nurses and Nurse Anesthetists ([10-2850a](#))
  - b. LPN – Application for Associated Health Occupations ([10-2850c](#))
2. Your resume listing dates, RN experiences, and description of work assignments.
3. A completed Declaration for Federal Employment form ([OF – 306](#))
4. Three original Letters of Recommendation, one being completed by your most recent supervisor, and/or for new graduates, at least one from a Nursing Instructor. These letters should be either e-mailed or sent by regular mail addressed to [Marsha Musser](#) (To Whom It May Concern would not be accepted). The letters should specifically address your:
  - a. Quality of Completing Work Assignments;
  - b. Interactions with peers and patients; and
  - c. Attendance and aptitude for a career in nursing.
5. Copy of Performance Evaluations for nurses who have been employed one year or more; submit a copy of one (1) to (3) work evaluations/ratings.
6. Official Transcripts from the school where your nursing education was completed.
7. Proof of current licensure or state permit warranting temporary authority to practice.

Your assistance in providing this information will ensure the application and hiring process goes smoothly and quickly.

Thank You!